

# WITHYCOMBE PARISH COUNCIL

Clerk: Andy Giles, 32 Parkhouse Road, Minehead TA24 8AD  
Tel: 01643 707141 Email: [andy\\_giles32@live.co.uk](mailto:andy_giles32@live.co.uk)

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13<sup>th</sup> July 2015

Dear Councillor

You are hereby summoned to attend a meeting of Withycombe Parish Council on **Friday 17<sup>th</sup> July 2015** at **6.30 pm** in the **Memorial Hall** for the purpose of transacting the following business.

*Andy Giles*

Clerk to the Council

## AGENDA

1. **To receive apologies**
2. **Election of Chairman and Vice Chairman**
3. **To receive declarations of interest from Councillors**
4. **Review of Standing Orders and Financial Regulations**
  - 4.1 The Clerk to advise on necessary changes to the Councils Standing Orders and Financial regulations following the recent elections.
5. **Completion of forms:**
  - 5.1 Declaration of Acceptance of Office (Chairman)
  - 5.2 Declaration of Acceptance of Office (Councillors)
  - 5.3 Register of Members Interests
6. **Annual Return**
  - 6.1 Appointment of Internal Auditor
  - 6.2 Audit Letter
  - 6.3 To approve Final Statements of Accounts for 2014 / 15
  - 6.4 To approve Annual Governance Statement for 2014 / 15
7. **Authorised Signatories**
  - 7.1 Agree authorised cheque signatories.
  - 7.2 Forms for revision of signatory list
8. **Authorisation of Payments**

8.1	Came and Company – Insurance (Payable to Broker Network ltd)	£294.81
8.2	A Giles (Clerk) Salary + Home Allowance + Expenses (April 2015 – July 2015)	£851.68
8.3	HMRC – Tax on above payment to Clerk	£179.04
8.4	Jean Humber – (Status Printers) – Newsletter	£ 26.80
8.5	West Somerset Council – Election Costs	£100.00
8.6	Somerset Association of Local Councils	£ 77.02
8.7	B J Howe	£ 84.30
8.8	R M Hurst	£ 42.84

**9. Titholes Orchard Play Area – Revised Plan.**

**10. To receive items for inclusion on the agenda of the next meeting.**

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights. Items for the next meeting to be held on within two months of this meeting should be with the Clerk at least 14 days before the meeting.

The Public are welcome to attend. If any member of the public wishing to attend the meeting has special requirements (mobility or sensory impairment) please contact the Clerk. If anyone would like to receive a copy of the agenda via email please contact the Clerk:

**Andy Giles Clerk to Withycombe Parish Council (Tel 01643 707141) e mail: [andy\\_giles32@live.co.uk](mailto:andy_giles32@live.co.uk)**

**THE PUBLIC AND PRESS ARE INVITED TO ATTEND THIS MEETING**